



# Office of the City Clerk

Weekly Report – for Week Ending February 13, 2015

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

### TOP ITEMS

#### **City Primary/General 2015 Elections:**

**Election Media Day** – On February 12, the City Clerk held a press conference detailing the March 3, 2015 Primary Nominating Election. A press release and online media kit were released in conjunction with the conference.

**Poll Worker Recruitment** - Staff has recruited 4,259 poll workers out of 6,024 representing 70.7 percent of the overall recruitment goal. Student placement is at 1,166 of 2,542 or 45.8 percent. To date, 136 of 375 training sessions or 36.5 percent have been held throughout the City with 1,007 poll workers trained of the 7,000 goal.

**Supply Pick-Up Day (SPUD) and Election Night Worker Training** - Staff conducted training for 279 SPUD and Election Night workers responsible for supply distribution and retrieval and ballot recovery.

**Vote-By-Mail (VBM)** - To date, an additional 7,778 VBM ballots have been issued to VBM ballot applicants and new permanent absentee voters. A total of 714,994 VBM ballots have been issued.

**Official Sample Ballot/Voter Information Pamphlet (OSB/VIP)** - All non-English OSB/VIPs were mailed by February 10.

**LA City Votes! Voter Outreach** - A two-day voter registration and education blitz was conducted across all nine Los Angeles Community Colleges resulting in 51 new voter registrations, 116 recruited poll workers, and 93 inspector reservists/troubleshooters. Staff also attended 23 outreach events. To date, a cumulative total of 124 events have been attended, 613 poll workers recruited, and 248 people have been registered to vote.

**Election Systems** - Over 600 files of the Official Sample Ballot in 12 languages and associated files necessary for the “Where Do I Vote” polling place site have been uploaded to the County of Los Angeles servers. The ballot test decks for the Logic and Accuracy testing phase have been finalized and printed. For this election the test decks number is over 6,500 ballot cards and 55 different ballot groups. Testing has started and will run through the day before the official election.

**Neighborhood Council Elections** - On February 7, staff attended a town hall meeting hosted by the Department of Neighborhood Empowerment (DONE) to discuss electronic voting. Staff continued discussions with DONE and election software vendor Everyone Counts on the specifications for an online voting system.

**Open Data** - A meeting was held with the Mayor’s Open Data team to discuss the frequency of uploading election data onto the open data portal. We recommended not to duplicate the effort of uploading the same data onto multiple locations and suggested to find ways to automate and grab the data from the Election website and upload them onto the City’s Open Data site. The Open Data team will go back and work with ITA on the recommendations.

- *Electronic Filing of Claims Against the City Went “Live”*
- *4,259 Poll Workers Recruited*
- *1,007 Poll Workers Trained*
- *Election Media Day Press Conference Held*



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## Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	13/1
Number of Notices/Publications	18
Number of Contracts Attested	67
Number of Council Files Created	51
Number of Claims Received	135
Number of Referrals	36
Number of Council Meetings	4
Number of Committee Meetings	104

**Electronic Claim for Damages Form** – The electronic filing of Claims Against the City went “Live!” This system replaces the prior hardcopy paper form only process.

## Neighborhood and Business Improvement Districts:

Staff compiled and submitted a Billing and Collection Activity Report listing the totals of government assessments, property-based and merchant-based business improvement district assessments by BID for the years 2013, 2014, 2015 for the Revenue Management Committee.

Staff toured the boundaries of the proposed South Park II Business Improvement District; met with the CAO relative to the Livability Project; and attended the LA BID Consortium.

**Fiscal** – Staff worked with the CLA to set up expenditure procedures for new trust funds within CD 12; processed various transfers and invoice payments for Council controlled trust funds; continued working with the CAO regarding the 2015-16 proposed budget; and responded to several CPRA requests.

**Personnel** – Staff finalized three (3) appointments to Chief Management Analyst for Elections, Council Public Services, and NABID Divisions; coordinated interviews for Accounting Clerk and Management Analyst; held one Skelley Hearing; coordinated with the Election Division on Disaster Service Worker requirements for As-Needed employees; and provided a demonstration on the new electronic “blue slip” time off request form to ClerkStat.

**Records Storage RFP** – Contract negotiations with the recommended vendor are in progress. An extension to the existing contract is drafted to enable departments to continue to pay the current vendor during the transition to the new vendor.

**Microfilm Conversion of City Council Minutes** – Fifteen reels of microfilm were converted to a digital format this week. The City Council minutes are now available on line back to February of 1923.

**Records Destruction** – Lists were prepared for six departments of over 8,000 boxes of records in the City Records Center that are eligible for destruction.

**Archives Research** – The Los Angeles Times reviewed records from the Villaraigosa administration. An individual reviewed records of former Councilmember Arthur Snyder.

## ISSUES

None to report.

## UPCOMING . . .

None to report.